

MASSACHUSETTS

# Workforce Investment Act

STEERING COMMITTEE

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**WIA Communication No. 00-58**

☒ **Policy**

☐ **Information**

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Title I Fiscal Officers  
Career Center Directors  
DET Regional Directors  
DET Area Directors

**cc:** WIA State Partners

**From:** Jonathan Raymond, President  
Corporation for Business, Work, and Learning

**Date:** December 22, 2000

**Subject:** Title I Support Service Policy for Adults, Dislocated Workers and Youth

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**Purpose:** To provide guidance to the Local Workforce Investment Boards and Title I Administrators in developing a Title I Support Services Policy.

**Background:** The Workforce Investment Act of 1998 (WIA), reforms Federal job training programs and creates a new, coordinated workforce investment system. The reformed system is intended to be customer-focused, to help Americans access the tools they need to manage their careers through information and high quality services, to help U.S. companies find skilled workers, and to offer youth a broad range of coordinated services. Local Workforce Investment Boards, in consultation with the Title I Administrators and other community service providers, must develop a policy on supportive services. This policy must ensure resource and service coordination in the local area, and should address procedures for referral to services, including how services will be funded when they are not otherwise available from other sources. The provision of accurate information about the availability of supportive services in the local area, as well as referral to such activities, is one of the core services that must be available to adults and dislocated workers through the

One-Stop delivery system. (WIA section 134(d)(2)(H)) and to youth through the One Stop system or through providers of youth services (WIA Section 129(c)(2)(G)).

**Policy:**

**Supportive Services**

Supportive services for adults and dislocated workers are defined at WIA Sections 101(46) and 134(e)(2) and (3). They include services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under WIA title I. Supportive services for youth are further defined for youth in the WIA Rules and Regulations at §664.440 as including, but not limited to the following:

- (a) Linkages to community services;
- (b) Assistance with transportation costs;
- (c) Assistance with child care and dependent care costs;
- (d) Assistance with housing;
- (e) Referrals to medical services; and
- (f) Assistance with uniforms or other appropriate work attire and work-related tool costs, including such items as eyeglasses and protective eye gear.

Supportive services may only be provided to adults and dislocated workers who are participating in core, intensive or training services and eligible youth who have been determined in need of such services for program participation, based on each youth's objective assessment and individual service strategy. Title I funded supportive services should be provided only to participants that are unable to obtain supportive services through other programs providing such services. (WIA Section 134(e)(2)(A) and (B)). Supportive services may only be provided when they are necessary to enable adults, dislocated workers or youth to participate in Title I activities (WIA Section 101(46)). Title I funded assistance for supportive services cannot be provided to participants receiving only follow-up services.

Local Boards and Title I Administrators may establish limits on the provision of supportive services or provide the One-Stop operator/service provider with the authority to establish such limits, including a maximum amount of funding and maximum length of time for supportive services to be available to participants. Procedures may also be established to allow One-Stop operators to grant exceptions to these limits.

**Needs-Related Payments**

Needs-related payments provide financial assistance to participants for the purpose of enabling individuals to participate in training and are one of the supportive services authorized by WIA Sections 134(e)(3) and 129(c)(2)(G).

Eligibility requirements to receive needs-related payments:

1. Adults must:
  - (a) Be unemployed,

- (b) Not qualify for, or have ceased qualifying for, unemployment compensation; and
- (c) Be enrolled in a program of training services under WIA Section 134(d)(4).

2. Dislocated worker must:

- (a) Be unemployed, and:
  - 1. Have ceased to qualify for unemployment compensation or trade adjustment assistance under TAA or NAFTA-TAA; and
  - 2. Be enrolled in a program of training services under WIA Section 134(d)(4) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months; or
- (b) Be unemployed and did not qualify for unemployment compensation or trade readjustment assistance under TAA or NAFTA-TAA.

3. Youth must:

- (a) Have been determined to be eligible for WIA Title I services.
- (b) Have received an Objective Assessment pursuant to WIA Section 129 (c)(1)(A).
- (c) Be enrolled in a program of services as determined by and documented in the Individual Service Strategy.

Needs related payment may be provided if the adult or dislocated worker participant has been accepted in a training program that will begin within 30 calendar days. Local Boards and Title I Administrators may establish procedures to allow One-Stop Career Center operators to extend the 30 day period for adults and dislocated workers in order to address appropriate circumstances. Needs related payments may be provided to Youth who are enrolled in program services. Local Boards and Title I Administrators may establish procedures to allow service providers to provide payments under appropriate circumstances such as periods of inactivity between program activities.

In developing a Support Service policy the local board must establish a need related payment level for adults and youth. For dislocated workers, payments must not exceed the greater of either of the following levels:

- (1) For participants who were eligible for unemployment compensation as a result of the qualifying dislocation, the payment may not exceed the applicable weekly level of the unemployment compensation benefit; or
- (2) For participants who did not qualify for unemployment compensation as a result of the qualifying layoff, the weekly payment may not exceed the poverty level for an equivalent

period. The weekly payment level must be adjusted to reflect changes in total family income as determined by Local Board policies. (WIA Section 134(e)(3)(C).)

**Action**

**Required:** This Policy is in effect for all Workforce Investment Act funds provided by CBWL. All Local Workforce Investment Boards must develop their own Title I Support Services policy in compliance with this policy. Please distribute copies of this policy to all appropriate individuals in your organization.

**References:** Workforce Investment Act Sections 129 and 134, WIA Regulations at 20 CFR 663.700 through 663.720.

**Inquiries:** Any questions related to this correspondence should be directed to Elizabeth Durkin (ext. 1304) at (617) 727-8158.

**Filing:** Please file this in your notebook of previously issued WIA Communication Series Issuances as #00-58.